

SAFETY MEETING MINUTES

December 16, 2011

Staff in Attendance:

Amy Hendrix

Penny Gibbs

Janet Stuart

Kim Montague

Aaron Treadwell

Carol Vandeman

Tzi Tzi DelaFuente

Herb Ekstrom

Ruby Anderson

1. OLD BUSINESS:

REVIEW OF SAFETY OBSERVATION FORMS – The group reviewed 21 Safety Observation forms received this month. Out of the 18 submitted, 2 were marked as re-instructed or coached & encouraged. One was for ensuring the playground gate is latched securely and one on moving heavy objects. The group asked about a different latch for the gate at Boardman – one that cannot be removed or is easier to take on and off. Penny said she didn't think so, but would double check. Ultimately it is staffs responsibility to ensure that gates are secure when children are outside.

SAFETY CARDS- There were 2 new safety cards this month. One for no findings on the Bus Barn Health & Safety Monitor and one for a bus driver helping other drivers with heavy doors.

STRATEGIC PLANNING GOALS – Any updated copy of the goals were sent to the group by Norma.

CENTER CONCERNS FROM PREVIOUS MEETING:

Bussing Issues at Hawthorne – Penny shared that Sheri was going to follow up with this, but did not receive a report from Sheri before she retired. Penny will follow-up.

Kitchen Flooding at Hawthorne-Herb shared that he checked out at the last meeting and we have the parts and will fix the doors during winter break.

Bus Barn icy around bay doors – Penny shared that she contacted the owner of the building and received permission to buy the parts to put rain gutters up over the 4 bays we use and to replace the gutters around the office. Herb will do the work and we will deduct the cost of the materials from our next rent payment.

Umatilla Fencing – Penny shared that we still have no official word on when the Umatilla MSU will be removed, so we are moving forward with having the permanent fencing installed at Umatilla over winter break.

2. DISCUSS RECENT INJURIES, NEAR MISSES, PROPERTY & EQUIPMENT DAMAGE

- Aaron reported that we have had no new injuries since the last meeting

- Penny shared that the only property damage we had was a broken tree limb at Highland caused by wind.

3. SAFETY MEETING REPORTS FROM SCHOOLS

Kim had all the minutes. Sam Boardman is still working on parking and cross walk issues. No other issues that concern Head Start.

4. NEW BUSINESS

Aaron shared that he received the new SAIF rates for next year and they will be \$14,000 less effective January 1, 2012. These figures are based on the last 5 years experience. Aaron shared that we had 7 claims this year. They have all been small, but some are still active. A suggestion was made that Team

Leaders and staff focus the Safety Observations in January on Pushing, Pulling and Lifting as this is what most of our claims have been based on in the last year. Penny will get this message out to Team Leaders and Site Supervisors. Aaron shared that Luke from SAIF will be trying to visit Milton-Freewater in January, but the date has not been set yet.

Kim suggested asking centers to volunteer to have a SAIF observation. The group discussed trying to get three centers to volunteer per quarter and possibly have an award for those that do. Penny will look into this.

5. CENTERS SAFETY CONCERNS

Carol shared concerns around parents smoking at bus stops. The group suggested making postcards to send home to parents reminding them of our Smoke Free Policies. Penny and Carol will work on this.

The Bus Barn is working on getting a price for some new blinds in their office to replace the curtains.

Pine Tree wanted Please Don't leave your car running signs, Penny directed them to send in their signs to be laminated.

Victory Square staff shared a concern about the small trike storage shed. They shared that they have to bend over at the back and lift the bikes to hang them and were afraid someone was going to get hurt. Penny shared that they were using the shed incorrectly. The pole was not for hanging trikes. The trikes should just be rolled in and the pole/shelf is to hang other items off of, such as ball bags or hula hoops. The Site Supervisor has been informed of this.

6. SAFETY MEETING LOCATION SCHEDULE

The group discussed locations for future meetings and the following was established for 2012:

- January – Main Office
- February – Umatilla
- March – Main Office
- April – Milton-Freewater
- May – Main Office
- June – Main Office
- July – Main Office
- August – Main Office
- September – Boardman
- October – Main Office
- November – Pendleton
- December – Main Office

The next meeting is scheduled for January 20th at the Hermiston Main Office.